



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CORRECTION

CORRECTIONAL SERVICES MANAGER (COMMISSARY)

ANNUAL \$63,435
SALARY: \$81,368

SALARY
GROUP: MP 59

APPLICATION CLOSING
DATE: NOVEMBER 10, 2011

EXAM
NO: 110640APMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Correction at a correctional institution this class is accountable for the planning, development, management and coordination of a correctional commissary operation.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **NOVEMBER 10, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF CORRECTION** AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Seven years of experience in commissary or retail merchandising, purchasing or warehouse operations.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for Bachelor's degree.

WORKING CONDITIONS: Incumbents in this class may be exposed to considerable danger of injury or assault by inmates.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of retail purchasing principles and procedures; considerable knowledge of stock and inventory control methods; knowledge of and ability to apply management principles and techniques; knowledge of current concepts of industrial management or practices in merchandise order processing, line production and delivery management in a correctional environment; knowledge of techniques of industrial materials control, method analysis, manufacturing, engineering and simple marketing procedures; knowledge of bookkeeping controls; basic knowledge of principles of budgeting and accounting; basic knowledge of apprenticeship training methods; considerable interpersonal skills; oral and written communication skills; ability to keep records and make reports.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by November 10, 2011. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by December 16, 2011.** A separate application form must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Correction.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.